

AWARD/CONTRACT		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING		PAGE OF PAGES 1 3	
2. CONTRACT (Proc. Inst. Ident.) NO. EP-C-17-031/68HERC22F0087				3. EFFECTIVE DATE See Block 20C		4. REQUISITION/PURCHASE REQUEST/PROJECT NO. PR-ORD-21-02457	
5. ISSUED BY CODE		CAD		6. ADMINISTERED BY (If other than Item 5) CODE			
CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001							
7. NAME AND ADDRESS OF CONTRACTOR (No., street, country, State and ZIP Code) TETRA TECH, INC. Attn: George Townsend 10306 EATON PL STE 340 FAIRFAX VA 22030				8. DELIVERY <input type="checkbox"/> FOB ORIGIN <input checked="" type="checkbox"/> OTHER (See below)			
				9. DISCOUNT FOR PROMPT PAYMENT			
				10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN		ITEM	
CODE 198549560		FACILITY CODE					
11. SHIP TO/MARK FOR CODE		ORD DC		12. PAYMENT WILL BE MADE BY CODE			
Office of Research and Development US Environmental Protection Agency 1200 Pennsylvania Avenue, NW MC: 8101R Washington DC 20460				Multiple			
13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304 (c) () <input checked="" type="checkbox"/> 41 U.S.C. 3304 (a) (1)				14. ACCOUNTING AND APPROPRIATION DATA See Schedule			
15A. ITEM NO	15B. SUPPLIES/SERVICES			15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT
	Continued						
15G. TOTAL AMOUNT OF CONTRACT						\$131,686.00	
16. TABLE OF CONTENTS							
(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
	A	SOLICITATION/CONTRACT FORM		X	I	CONTRACT CLAUSES	3
	B	SUPPLIES OR SERVICES AND PRICES/COSTS		PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
	C	DESCRIPTION/SPECS./WORK STATEMENT			J	LIST OF ATTACHMENTS	
	D	PACKAGING AND MARKING		PART IV - REPRESENTATIONS AND INSTRUCTIONS			
	E	INSPECTION AND ACCEPTANCE			K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
	F	DELIVERIES OR PERFORMANCE			L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
	G	CONTRACT ADMINISTRATION DATA			M	EVALUATION FACTORS FOR AWARD	
	H	SPECIAL CONTRACT REQUIREMENTS					
CONTRACTING OFFICER WILL COMPLETE ITEM 17 (SEALED-BID OR NEGOTIATED PROCUREMENT) OR 18 (SEALED-BID PROCUREMENT) AS APPLICABLE							
17. <input checked="" type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return _____ copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)				18. <input type="checkbox"/> SEALED-BID AWARD (Contractor is not required to sign this document.) Your bid on Solicitation Number 68HERC22R0014 , including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your bid, and (b) this award/contract. No further contractual document is necessary. (Block 18 should be checked only when awarding a sealed-bid contract.)			
19A. NAME AND TITLE OF SIGNER (Type or print)				20A. NAME OF CONTRACTING OFFICER Mark Cranley			
19B. NAME OF CONTRACTOR TETRA TECH, INC.		19C. DATE SIGNED		20B. UNITED STATES OF AMERICA BY		20C. DATE SIGNED	
BY (Signature of person authorized to sign)				BY (Signature of the Contracting Officer)			

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-C-17-031/68HERC22F0087	PAGE	OF
		2	3

NAME OF OFFEROR OR CONTRACTOR
TETRA TECH, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<p>DUNS Number: 198549560</p> <p>TOCOR: Jordan West InvoiceApprover: Jordan West</p> <p>Alt Invoice App: Thomas Johnson</p> <p>Delivery: 06/12/2023</p> <p>Period of Performance: 12/13/2021 to 06/12/2023</p> <p>New FFP CLIN under Tetra Tech, Inc., Contract Number EP-C-17-031 for Decision Support for Resilient Natural Resources, in accordance with the attached performance work statement.</p> <p>Product/Service Code: R499</p> <p>Accounting Info: 21-22-C-26D2000-000FK6XR1-2532-26A5C-2226D2CR02-001 1 BFY: 21 EFY: 22 Fund: C Budget Org: 26D2000 Program (PRC): 000FK6XR1 Budget (BOC): 2532 Cost: 26A5C DCN - Line ID: 2226D2CR02-001 Funding Flag: Complete Funded: \$75,000.00</p> <p>Accounting Info: 21-22-C-26D2000-000FK8XPW-2532-26A5C-2226D2CR02-002 2 BFY: 21 EFY: 22 Fund: C Budget Org: 26D2000 Program (PRC): 000FK8XPW Budget (BOC): 2532 Cost: 26A5C DCN - Line ID: 2226D2CR02-002 Funding Flag: Complete Funded: \$56,686.00</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p>				131,686.00

PERFORMANCE WORK STATEMENT

Tetra Tech, Inc. Contract: #EP-C-17-031
PR-ORD-21-02457
TO 68HERC22F0087

Dated: September 27, 2021

TITLE: Decision Support for Resilient Natural Resources

EAS Short Title: Decision Support for Resilience

PERIOD OF PERFORMANCE: TO Award date through 18 months following award

TASK ORDER COR (TOCOR): Jordan West
ORD/CPHEA/HEEAD-DC
US Environmental Protection Agency
1200 Pennsylvania Ave., NW (8623R)
Washington, DC 20460
west.jordan@epa.gov
202-564-1555

ALTERNATE TOCOR: Thomas Johnson
ORD/CPHEA/HEEAD-DC
US Environmental Protection Agency
1200 Pennsylvania Ave., NW (8623R)
Washington, DC 20460
johnson.thomas@epa.gov
202-564-6677

INTRODUCTION

The work described in this Task Order (TO) supports the Environmental Protection Agency's (EPA) Office of Research and Development (ORD), Center for Public Health & Environmental Assessment (CPHEA), Health and Environmental Effects Assessment Division (HEEAD). Within HEEAD, the Integrated Environmental Effects Branch (IEAB) conducts assessments on the impacts of environmental stressors and global climate change on environmental and ecological health. This includes assessments of the potential vulnerabilities to climate change (and other global change stressors such as land-use change) of natural resources and human communities, with a focus on developing adaptation options to build resilience in the face of these vulnerabilities. IEAB carries out interdisciplinary syntheses across newly emerging scientific findings to identify potential vulnerabilities, characterize and communicate the uncertainty in the science, and provide adaptation support for resilient natural resources to decision makers and managers. Vulnerability and adaptation assessment activities in the ecosystems focus area (which includes wetlands, coral reefs, and other aquatic ecosystems) support EPA's mission and responsibilities as defined by the Clean Water Act (CWA). They center on working closely with partners to build the capacity of EPA programs, regional offices, aquatic ecosystem managers, and community stakeholders to assess and respond to global change impacts on valued natural resource processes and services. Successful performance under previous TO #68HERC20F0448 (EP-C-17-031) has resulted in the need for additional work to continue advancing synthetic methods for vulnerability assessment, adaptation design and decision analysis to support resilient natural resources.

This TO contains two related areas of work: (1) combined tools for resilient coastal wetlands; and (2) synthetic principles for adaptation planning and decision analysis for resilient natural resources. Each of these areas of work will be addressed by a separate Task.

Work Area 1, Combined Tools for Resilient Coastal Wetlands, supports priorities of EPA's Office of Water (OW), EPA Regions, and State partners under ORD's Sustainable & Healthy Communities Program. It concentrates on developing improved information on the vulnerability of local wetlands to sea level rise, increased storm surge and other changing environmental conditions; and strategies to adapt to such changes and preserve protective functions of wetlands for communities and valued infrastructure. In collaboration with partners in EPA Region 3 as well as EPA researchers and partners in Region 1, IEAB's demonstration of the Relative Wetland Vulnerabilities Framework (RWVF) and tool harmonization work with the Partnership for the Delaware Estuary (PDE) will form the basis for a multi-regional virtual workshop to share parallel but related approaches to resilience across multiple regions, discuss lessons learned, and develop a "next-steps" workshop report.

Work Area 2, Synthetic Principles for Adaptation Planning and Decision Analysis for Resilient Natural Resources, supports priorities of EPA's Office of Water (OW), EPA Regions, and State partners under ORD's Air & Energy Program. It focuses on building an Adaptation Organon¹ to guide stakeholders who have requested assistance with organizing, understanding, and integrating resilience-based knowledge into management decisions and project designs. The current draft Organon uses lessons learned from ORD research across a variety of systems to explain synthetic common principles for translating information among critical steps in adaptation planning (i.e., information flow from vulnerability assessment, to adaptation design, to structured decision making, to implementation and effectiveness evaluation). Organon development will continue for further improvements toward a unified logical approach to help organize, translate and integrate concepts of adaptation into existing planning processes to maximize resilience of natural resources to changing environmental conditions.

OBJECTIVES

For **Work Area 1**, the Contractor shall build on previous completed work under TO #68HERC20F0448 to further develop and promulgate EPA frameworks and methods for resilience planning developed with programs of Regional and State partners, specifically the Partnership for the Delaware Estuary (PDE). Objectives are to:

- (1) Carry out a two-day virtual workshop with partners and stakeholders from across the Northeast and Mid-Atlantic regions to share research results and lessons learned regarding coastal resilience with a focus on salt marsh wetlands and coupled socio-ecological systems.
- (2) Carry out three online meetings of the Mid-Atlantic and Northeast EPA research teams to synthesize lessons learned from the workshop and develop a "next-steps" workshop report.

For **Work Area 2**, the Contractor shall provide technical support—building on previous completed work under TO #68HERC20F0448—to further develop the Adaptation Organon, which is designed to aid practitioners in understanding the conceptual components, action steps, data resources, research types and information flow involved in integrating vulnerability and resilience considerations into natural resource management. Objectives are to:

- (1) Continue "populating" the draft Organon with illustrative project examples, linkages to questions of interest to stakeholders, and explanatory background summaries of key topics.

1 (i) an instrument of thought, especially a means of reasoning or a system of logic
(ii) an instrument for acquiring knowledge; specifically, a body of principles of scientific or philosophical investigation
(iii) the name for the standard collection of Aristotle's six works on logic

- (2) Work with the Technical Advisory Group (TAG) via three remote webinar meetings for feedback on the Organon and to produce a feasibility analysis for one or more regional case studies to “beta test” the Organon in an applied setting.

REQUIRED CONTRACTOR QUALIFICATIONS

- 1) Multidisciplinary professional expertise in assessing the impacts of climate change and other interacting stressors (such as land use change) on climate-sensitive ecosystems, including expertise in resilience and threshold theory and management adaptation.
- 2) Thorough knowledge of conceptual approaches, methods, trainings and on-the-ground efforts on climate change vulnerability assessment and adaptation planning applications for coral reef, wetland, and watershed conservation and management.
- 3) Experience developing and evaluating practical frameworks and trainings—including expertise in visualization and graphic design—for integrating climate change considerations into management planning and building resilience into conservation.
- 4) Expertise in structured decision-making theory and application in the areas of ecosystem conservation and adaptive management.
- 5) Expertise in directed literature searches and synthetic analyses of available literature (including grey literature). Expertise in conducting literature reviews and compiling, interpreting and using pertinent models, data sets and reports for wetlands associated with Coastal Track and Programmatic Track case study locations.
- 6) Experience organizing and facilitating stakeholder processes, partnerships, and expert scientific meetings.
- 7) Experience organizing and facilitating expert scientific workshops, including virtual workshops using different platforms and tools for audience engagement.
- 8) Experience developing, managing, and ensuring quality control of large-scale datasets and assessments.
- 9) Experience preparing technical reports and papers written in clear, concise prose consistent with the standards of peer reviewed scientific literature.

SPECIFIC TASKS:

TASK 1 Prepare Quality Assurance Project Plan and Establish/Maintain Communications

SubTask 1.1: Develop a Quality Assurance Project Plan

For previous completed work under TO #68HERC20F0448, the Contractor worked under approved Quality Assurance Project Plan (QAPP) L-HEEAD-0031309-QP-1-2, which documents the quality processes and procedures for the types of tasks associated with this project. The Contractor shall create

an updated QAPP for this TO, adding any new information as necessary to reflect the Tasks below, and shall submit the QAPP for TOCOR and QA Manager's approval. The Contractor shall not perform any work on the tasks under this TO until the QAPP is reviewed and approved by the TOCOR and QA Manager. The QAPP shall include documentation on quality assurance checks to verify accuracy, completeness, and adherence to established format and must address data collection, analysis, and the use of existing (secondary) data that will be used in this project. Guidance for developing QAPPs that meet EPA specifications prepared for activities conducted by or funded by EPA, are available online at http://www.epa.gov/quality/qa_docs.html, see "[EPA Requirements for Quality Assurance Project Plans \(QA/R-5\)](#)". EPA ORD has a new requirement and new tracking system. The contractor shall include the following EPA ORD QA Tracking number on the QAPP cover page: L-HEEAD-0031309-QP-1-3.

Deliverable 1.1a: QAPP

Due: within 7 days of task order award

The Contractor shall not proceed with Tasks 2 - 3 until the QAPP is approved.

SubTask 1.2: Establish and Maintain Communications

Within 7 days after QAPP approval, the Contractor shall schedule a kickoff call, not to exceed 2 hours, with the TOCOR and appropriate Contractor staff to clarify outstanding questions and confirm the schedule and specific tasks. The Contractor shall establish a schedule for regular progress reports, check-in calls, and other communications throughout the period of performance. The Contractor shall initiate additional communication with the TOCOR should developments arise that may affect the conduct or schedule of any task. The Contractor shall prepare very brief minutes of meetings with the EPA staff and monthly status reports. The TOCOR will review the minutes to ensure that an accurate record of the communications has been made and filed.

Deliverable 1.2a: Kickoff call

Due: Within 7 days of QAPP approval

Deliverable 1.2b: Regular status reports

Due: Monthly

TASK 2 Combined Tools for Resilient Coastal Wetlands

EPA has been working with PDE and other Region 3 partners to connect information from EPA's RWVF and other EPA tools with PDE decision tools to achieve more effective program and project adaptation. At the same time, other EPA researchers in New England have been working with partners in Region 1 to analyze wetland adaptation efforts and identify areas of success, opportunities for improvements, and methods to maximize social and ecological co-benefits for restored wetlands. In Task 2, the Contractor shall work with the TOCOR and other EPA researchers to carry out a virtual workshop to share EPA research results, explore lessons learned from the parallel but related approaches to resilience across multiple regions, and develop a workshop report.

SubTask 2.1: Multi-Regional Virtual Workshop

In consultation with the TOCOR, the Contractor shall assist in the design and implementation of a 2-day virtual workshop, to take place no later than May 2022 (date TBD with partners). The first day will consist of research presentations and interactive discussions on EPA's Mid-Atlantic and Northeast research tracks. The second day will consist of 2-3 panels of 4-5 speakers each, in which EPA partners and stakeholders from across the Northeast and Mid-Atlantic regions will give short presentations on their research, followed by interactive discussions with each other and the virtual audience. SubTask 2.1

involves logistical support, development of presentations and interactive discussion materials, and workshop implementation support.

Deliverable 2.1a: Logistical support

Due: Date of workshop (TBD)

Working in consultation with the TOCOR, the Contractor shall:

1. Draft a letter of invitation for the virtual workshop speakers for review and comment by the TOCOR and finalize based on comments received from the TOCOR.
2. Draft a workshop flyer publicizing the workshop for review and comment by the TOCOR and finalize based on comments received from the TOCOR.
3. Email letters of invitation/confirm participation of invited speakers.
4. Disseminate the workshop flyer to list serves and groups identified with the TOCOR.
5. Create and manage an on-line registration system for the workshop.
6. Determine the meeting technology/platform to be used.
7. Establish a plan for staffing², recording, taking notes, and trouble-shooting any technical issues that arise during the workshop.
8. Manage pre- and post-workshop communications with registered participants (e.g., sending out workshop slides, thanking participants for attending).

Copies of all mailings shall be sent to the TOCOR for review in advance of mailing. The Contractor shall maintain a current email list of all workshop participants.

Deliverable 2.1b: Presentations and audience engagement planning

Due: Date of workshop (TBD)

Working in consultation with the TOCOR, the Contractor shall:

1. Draft two 60-minute presentations on EPA's work with PDE on (1) demonstration of the RWVF to inform adaptive salt marsh management and decision making and (2) tool harmonization and conceptual modeling efforts linking utility of EPA tools in concert with PDE's WATCH tool.
2. Revise and finalize the presentations based on comments received by the TOCOR.
3. Assist in identifying topics and discussion questions/goals on subjects such as (but not limited to):
 - a. Coastal wetlands vulnerability and resilience
 - b. Applications of resilience-based management
 - c. Implications for coastal community resilience and health
 - d. Translational science and human-centered design
 - e. Transferability of methods across the region
 - f. Lessons learned from working with stakeholders
4. Identify tools to use for audience engagement such as (but not limited to) Mentimeter, Mural, Slido, Kahoot, etc.
5. Design interactive audience activities on identified topics using the audience engagement tools.

Deliverable 2.1c: Workshop implementation support

Due: No later than May 2022 (date TBD)

The Contractor shall plan for attendance of at least 2 Contractor staff (2 technical researchers plus an expert on the remote platform technology if needed) for the 2-day workshop to assist in opening, running, trouble shooting and closing out the virtual meetings, as well as taking notes. Within 2 weeks

² EPA will provide a trained facilitator at no cost, to facilitate workshop discussions as needed.

after the webinar, the Contractor shall provide the TOCOR with the final list of attendees (with contact information), compiled slide decks of all presentations, copies of materials developed for the interactive discussions, and consolidated workshop notes.

SubTask 2.2: Workshop Report

In SubTask 2.2, the Contractor shall work in consultation with the TOCOR to use insights from the workshop, along with further synthetic conclusions developed via three webinar calls with the Mid-Atlantic and Northeast EPA research teams, to produce a “next steps” workshop report of approximately 10 pages, single spaced. Concepts to address may include (but are not limited to):

1. What is resilience, and how do we manage for it?
2. What emergent principles and approaches are consistent and transferable among regions and locations?
3. What problems and needs tend to be unique by location and require unique approaches?
4. What collective challenges remain for effective adaptive management of resilient coastal wetlands for resilient and healthy coastal communities?

Deliverable 2.2a: Team Call #1

Due: Within 6 weeks of 2.1c

Working with the TOCOR, the Contractor shall hold a 90-minute webinar with the Mid-Atlantic and Northeast EPA research teams to discuss take-home messages drawn from the workshop notes and lay out topics and a structure for the workshop report.

Deliverable 2.2b: Team Call #2

Due: Within 6 weeks of 2.2a

Working with the TOCOR, the Contractor shall hold a 90-minute webinar with the Mid-Atlantic and Northeast EPA research teams to present an annotated outline of the workshop report and discuss topical content in depth.

Deliverable 2.2c: Team Call #3

Due: Within 6 weeks of 2.2b

Working with the TOCOR, the Contractor shall hold a 90-minute webinar with the Mid-Atlantic and Northeast EPA research teams to present draft material for the “next steps” workshop report.

Deliverable 2.2d: Workshop report

Due: Within 6 weeks of 2.2c

Based on the results of the team calls, the Contractor shall produce a draft “next steps” workshop report for review by the TOCOR. Based on discussions with and further comments from the TOCOR, the Contractor shall submit a final workshop report of approximately 10 pages, single spaced.

TASK 3 Synthetic Principles for Adaptation Planning & Decision Analysis for Resilient Natural Resources

Task 3 involves further work on the Adaptation Organon developed under previous TO #68HERC20F0448, which synthesizes ongoing and converging lines of work across a variety of research efforts of EPA ORD to further a common goal of contributing to and advancing consistent on-the-ground practices of adaptation planning for effective management of resilient natural resources.

SubTask 3.1: Organon Development

In SubTask 3.1, the Contractor shall work in consultation with the TOCOR to further “populate” the draft Organon with additional illustrative project examples, linkages to questions of interest to stakeholders, and explanatory background summaries. These deliverables are scheduled to coordinate with the timing of the Technical Advisory Group (TAG) interactions described in SubTask 3.2.

Deliverable 3.1a: Draft project examples

Due: By TAG Webinar #1

In consultation with the TOCOR, the Contractor shall continue to improve and supplement the illustrative examples in the Organon with additional examples, such that there will be at least 3 project examples featured per step and at least 1 project example that is carried through all steps of the Organon, consecutively. Drafts of the examples will be presented to the TAG and submitted to the TOCOR for review and feedback.

Deliverable 3.1b: Final project examples

Due: By TAB Webinar #2

Based on feedback from the TOCOR, the Contractor shall finalize the illustrative examples in the Organon, such that there will be at least 3 project examples featured per step and at least 1 project example that is carried through all steps of the Organon, consecutively.

Deliverable 3.1c: FAQs links

Due: By TAG Webinar #1

In consultation with the TOCOR, the Contractor shall revise the list of “Questions stakeholders are asking” developed under TO #68HERC20F0448 into a “Frequently asked questions” (FAQs) document that clarifies, condenses, and/or extends the questions based on discussions with partners and stakeholders. The FAQs document should be no more than 2 pages, single spaced, and based on written and/or oral feedback from 5-10 partner/stakeholders. Each question should explicitly and clearly link to one or more steps/project examples in the Organon. Draft FAQs with links will be presented to the TAG and submitted to the TOCOR for review and feedback.

Deliverable 3.1d: FAQs links

Due: By TAG Webinar #3

Based on discussions with and further comments from the TOCOR, the Contractor shall submit the final FAQs and links, along with ideas for how to visualize/operationalize/describe the links in the Organon.

Deliverable 3.1e: Draft Read Me summaries

Due: By TAG Webinar #2

In consultation with the TOCOR, the Contractor shall produce 4 “Read Me” summaries of approximately 1 page each, single spaced, that will explain essential background and supporting context for using the Organon. Read Me topics may include (but are not limited to):

1. Organon orientation (overarching premise, how to use it, value, linkage to FAQs)
2. Stakeholder context (cross cutting need, differences per step, human centered design)
3. Institutional context (defining the management group, scale and fit of existing work)
4. Adaptive management (socio-economic trade-offs, ecological/management thresholds)

The Contractor shall submit draft Read Me summaries to the TOCOR for review and feedback.

Deliverable 3.1f: Final Read Me summaries

Due: By TAG Webinar #3

Based on feedback from the TOCOR, the Contractor shall submit 4 completed Read Me summaries of

approximately 1 page each, single spaced, that explain essential background and supporting context for using the Organon.

SubTask 3.2: Technical Advisory Group Interactions

In SubTask 3.2, the Contractor shall work with the TOCOR to host a series of discussions with the TAG—which was assembled under TO #68HERC20F0448 and will be carrying forward in this TO—about the content, progress, utility, and next steps for the Organon. These discussions will culminate in the development by the Contractor of a feasibility analysis of approximately 10 pages, single spaced, outlining next steps for beta testing the Organon in an applied setting with 1 or more EPA Region partners.

Deliverable 3.2a: Webinar #1

Due: January 2022 (date TBD)

Working with the TOCOR, the Contractor shall hold a 90-minute webinar with the TAG to discuss progress and collect feedback on the Organon and ideas for a follow-on project for testing it in an applied setting.

Deliverable 3.2b: Webinar #2

Due: April 2022 (date TBD)

Working with the TOCOR, the Contractor shall hold a 90-minute webinar with the TAG to discuss progress and collect feedback on the Organon and ideas for a follow-on project for testing it in an applied setting.

Deliverable 3.2c: Webinar #3

Due: July 2022 (date TBD)

Working with the TOCOR, the Contractor shall hold a 90-minute webinar with the TAG to discuss progress and collect feedback on the Organon and ideas for a follow-on project for testing it in an applied setting.

Deliverable 3.2d: Feasibility analysis

Due: 30 November 2022

Based on the results of the TAG discussions and feedback, the Contractor shall produce a draft feasibility analysis for review by the TOCOR. The analysis shall contain a summary of the status and utility of the Organon, next steps needed to convert the Organon to an interactive online module, and an initial proposal for a case study project with 1 or more EPA Region partners to beta test the Organon in an applied setting. Based on discussions with and further comments from the TOCOR, the Contractor shall submit a final feasibility analysis of approximately 10 pages, single spaced.

MILESTONES AND DELIVERABLES:

Task	Milestone/Deliverable	Due Date
1	Prepare QAPP & Establish/ Maintain Communications	
1.1	Quality Assurance Project Plan	
	1.1a: Update Quality Assurance Project Plan (QAPP)	7 days after TO award
1.2	Communications	
	1.2a: Kickoff call	7 days after QAPP approval
	1.2b: Progress reports	Monthly
2	Combined Tools for Resilient Coastal Wetlands	
2.1	Multi-Regional Virtual Workshop	
	2.1a: Logistical support	Date of workshop
	2.1b: Presentations and audience engagement planning	Date of workshop
	2.1c: Workshop implementation support	May 2022 (date TBD)
2.2	Workshop Report	
	2.2a: Team Call #1	Within 6 weeks of 2.1c
	2.2b: Team Call #2	Within 6 weeks of 2.2a
	2.2c: Team Call #3	Within 6 weeks of 2.2b
	2.2d: Workshop report	Within 6 weeks of 2.2c
3	Synthetic Principles for Adaptation Planning & Decision Analysis for Resilient Natural Resources	
3.1	Organon Development	
	3.1a: Draft project examples	By TAG Webinar #1
	3.1b: Final project examples	By TAG Webinar #2
	3.1c: Draft FAQs links	By TAG Webinar #1
	3.1d: Final FAQs links	By TAG Webinar #3
	3.1e: Draft Me summaries	By TAG Webinar #2
	3.1f: Final Read Me summaries	By TAG Webinar #3
3.2	Technical Advisory Group Interactions	
	3.2a: Webinar #1	January 2022 (date TBD)
	3.2b: Webinar #2	April 2022 (date TBD)
	3.2c: Webinar #3	July 2022 (date TBD)
	3.2d: Feasibility analysis	30 November 2022

ACCEPTANCE CRITERIA:

The Contractor shall prepare high quality deliverables in accordance with academic standards. Deliverables shall be edited for grammar, spelling, and logic flow. The technical information shall be reasonably complete and presented in a logical, readable manner. Figures submitted shall be of high quality similar to presentations developed for national scientific forums and should be formatted as jpeg or png files. Text deliverables shall be provided in Microsoft Word 2007 or compatible format.